

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: MAINTENANCE SUPERVISOR
CLASS CODE: 7500
EFFECTIVE DATE: 01/30/2007
MARKET POINT: Based on applicable market study

DEPARTMENT: Public Works

JOB SUMMARY

Under the general direction of the Buildings and Grounds Division Manager, oversees and performs work related to the maintenance, construction, remodeling, and repair of county facilities. Supervises full-time and temporary maintenance personnel.

CLASS CHARACTERISTICS

This classification is the first supervisory level for skilled craft trades and related work.

ESSENTIAL FUNCTIONS

- Supervises, plans, coordinates, and directs the work of assigned personnel.

- Assists with staffing decisions including hiring, training, performance evaluation, scheduling of workload, delegation of assignments, and retention of assigned personnel.

- Participates as a member of the Division Management Team including informing and advising the team of project and maintenance status.

- Makes budgetary recommendations for both capital and operational expenses.

- Assists in the planning, design, maintenance, remodeling, and construction of all county buildings.

- Schedules and supervises a variety of journey level construction, maintenance, and repair projects.

- Inspects maintenance work and repairs to building support equipment.

- Develops and administers preventive maintenance programs including scheduling and assigning personnel to routine and emergency projects.

- Purchases necessary parts and materials to complete work requests, maintains an inventory of supplies, and completes work order paperwork.

- Develops project plans, and provides cost and labor estimates.

- Submits recommendations for facilities and personnel needs.

- Assists in collecting data relating to costs of building operations and the replacement and maintenance of equipment.

- Assists in all aspects of public safety for buildings, hazardous waste materials, and employee safety.

- Maintains various records and reports of completed work.

- Transports equipment and materials to and from job sites.

- Responds to emergency situations on an on-call basis.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to maintain cooperative relationships with those contacted in the course of work activities; Skill in reading, writing, and math; Ability to effectively estimate construction and remodeling costs; Knowledge of the principles and practices of building maintenance, building management, building codes, construction methods, safety practices, hazardous material handling, and supervision; Skill in interpreting maintenance engineering diagrams, sketches, blueprints, and maps; Knowledge of electrical, plumbing, HVAC, temperature controls, boilers, and other building equipment; Skill in the use of hand and power tools;

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Knowledge of supervisory techniques; and Knowledge of ADA, EPA, OSHA, and other federal and state laws relating to public buildings and maintenance requirements.

PHYSICAL DEMANDS

Regularly walk, stand, or stoop; Frequently lift, carry, push, pull or otherwise move objects weighing up to 80 pounds; Ascend or descend ladders, scaffolding, ramps, poles, and the like; Use tools or equipment requiring a high degree of dexterity; Regularly drive a motor vehicle; Work for sustained periods of time maintaining concentrated attention to detail; Need to distinguish between shades of color; and Communicate via radios.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in environmentally controlled and in partially environmentally controlled buildings; Work is performed in very noisy places; Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation; Work exposes incumbent to possible bodily injury from electrocution and moving mechanical parts of equipment, tools, or machinery; Work exposes incumbent to hazardous chemicals; Work is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather; Work requires use of protective devices such as masks, goggles, and gloves; and Work exposes incumbent to unknown, dangerous, and/or life-threatening conditions.

EDUCATION AND EXPERIENCE

Equivalent to a Bachelor's Degree in physical plant management or related field; and five (5) years work experience in industrial or public facility maintenance and construction. Preference may be given to applicants with lead or supervisory experience.

Selected applicants may be subject to a background check.

LICENSING AND CERTIFICATION

Incumbent must possess a valid State of Utah driver's license; and some incumbents may be required to possess a commercial driver's license (CDL).

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.